

Parks and Green Spaces Committee Meeting

Thursday, June 1, 2017

Attendees: Elissa Leonard, Board Liaison; Susan Kilborn, Susan Dixon and Margo Kingston, Co-Chairs; Jorie Jurgens; Mildred Vance and Carol Coffin

Tree Plantings for Spring 2017

Susan Kilborn reported that five trees were planted in the buffer: two hollies, one cryptomeria, and two amelanchier shrubs. In addition, Chevy Chase Village enjoyed a surprise gift of several other trees: three white dogwoods and a black gum were planted in the small Triangle Park. Also, a Japanese wisteria was removed from the park.

Goals for 2017

Susan Dixon presented the Committee's Responsibilities on how the Committee can properly fulfill its mission and maximize CCV staff and financial resources. Please refer to the attached document that was distributed (attachment 1). Each of the three co-chairs will be responsible for leading two meetings that includes notifying Committee members of meeting date.

Status of Brookville Road Park Revised Plans

Elissa Leonard reported that as a result of the two public hearings on the proposed plans for the renovation of this park, the plans have been modified: a wooden fence backed with chicken wire similar to the current fence will be erected instead of the metal fence proposed. Benches placed on the outside of the fenced park will allow people to rest or read without having to go into the park. Benches will be placed in the park as well. We continued discussion of the proper "pavement" for the dog walking area.

Residents' recruitment for the Committee

The goal is to recruit at least two new members from the East side of the Village and at least one new member from the West side as well.

Fall Committee Meeting Dates

Thursday, September 7 and Thursday, November 16 at 4:00 p.m. Flocking the English boxwood for use in Christmas decorations will be conducted in early December.

Respectfully Submitted, Susan Kilborn, Co-Chair

Attachment 1

Overview of the Parks and Green Spaces Committee's Responsibilities

Mission. The purpose of the Parks and Green Spaces Committee is to advise the Village Board and staff regarding the preservation, maintenance, and improvement of the parks and green spaces of Chevy Chase Village (CCV) for the enjoyment of the community.

Overall Goal. The PGS committee consists of members (see attached list) who are committed to work with the Village staff on matters pertaining to the mission of the PGS Committee. Committee members seek to maximize CCV staff and financial resources in fulfilling the Committee's mission.

Landscape Plan Review Issues

Protocol: The PGS Committee Co-Chairs will participate in the initial discussion with the Board Representative, Landscape Designer and other appropriate CCV staff. Overall parameters (budget and design specifications) can then be understood by all involved. This will allow the Committee members to relate this information to the PGS Committee when they are asked to review the plans for recommendations.

General Maintenance Issues

Protocol. The immediate next step is for Village Manager to schedule a meeting with the Village Manager, Village Arborist, and Director of Public Works along with the Co-Chairs of the PGS Committee. This meeting will occur in late April.

Prior to that meeting, the Village Manager will provide the PGS Committee Co-Chairs the year-round maintenance, pruning and fertilizing schedule. In the meantime, the PGS Committee will report any issues to the Village Manager until a new Municipal Operations Coordinator is hired.

General Planting Issues

Protocol. The PGS Committee will stake and identify in advance all trees and shrubs that will be planted in the areas that are under their purview. The Village Arborist will be present when trees and shrubs are delivered to ensure the size and quality are consistent with the recommendations of the PGS Committee's specifications. The PGS Committee Co-Chairs will be notified when the planting is scheduled so a Committee member can be present to provide guidance if unforeseen problems arise while planting, i.e., interfering tree roots, etc.

Summary. Following the next meeting, PGS Committee Co-Chairs will work with our Board Representative and the Village Manager to write specific communication protocol for each task in which the PGS Committee will be involved. This will include developing an email template that will be used by the PGS Committee to communicate with the Board Representative and/or Village staff. It will include a specific subject line, request for service (i.e., dead tree removal), a photo when appropriate and the location.

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